

Grant Application Overview and Instructions

CTED Growth Management Services GMA Update Grant for jurisdictions with a

December 1, 2007 deadline for updating comprehensive plans and development regulations.
(per RCW 36.70A.130)

This information is for local governments applying for a Growth Management Services grant to assist with meeting the requirements of RCW 36.70A.130. Grant materials may be downloaded from Growth Management Service's Web site at www.cted.wa.gov/growth. If you have any general questions regarding this grant program, please contact Ike Nwankwo at (360) 725-3056 or iken@cted.wa.gov. For questions regarding statements of work or budget, please contact your regional planner.

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| When are grant applications due to CTED? | Please return grant applications to CTED by August 31, 2006. |
| What activities may be funded by this grant? | This grant can be used to cover most activities related to updating comprehensive plans and development regulations per the requirements of RCW 36.70A.130. Examples of eligible expenditures include, but are not limited to, staff time, consultant contracts, costs of providing public notice, printing, and copying. Eligible costs must be incurred during the grant period. This grant may not be used to make capital purchases or to repay debt. |
| Who may apply for this grant? | Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grays Harbor, Klickitat, Lincoln, Okanogan, Pacific, Pend Oreille, Stevens, Wahkiakum, Walla Walla, and Whitman counties and the cities within them. If any of these local governments have completed their update and have taken legislative action to comply with RCW 36.70A.130 prior to July 1, 2006, they may apply for these funds to complete approved projects to implement their newly updated comprehensive plan. Local governments that have not adopted their initial GMA comprehensive plan and implementing development regulations (including critical areas ordinances) and submitted them to CTED per RCW 36.70A.106 are not eligible to receive these funds, but may qualify for other Growth Management Services grants. |
| Will joint applications be accepted? | Joint applications from two or more jurisdictions will be accepted by CTED. Joint applicants should designate a lead agency for purposes of grant administration and contracting. |
| What is the grant amount? | Your jurisdiction's grant amount is reserved and stated in the cover letter accompanying this packet. The amount was determined for |

cities and counties based on the level of required GMA responsibilities and the population of the jurisdiction. If this is a joint application, the lead jurisdiction will receive the combined total of the reserved amounts.

What is the time frame for completion of this grant?

The time frame for update grants should reflect statutory deadlines established in RCW 36.70A.130. Comprehensive plan and development regulations (including Critical Areas Ordinances) work should not extend beyond June 30, 2007.

What is needed to apply?

Two items are needed to apply. (1) A completed grant application. (2) A letter from the mayor (for cities and towns), the county executive, or the chair of the county commission supporting the work to be done as funded by this grant. If this is a joint application, a letter will be needed from each of the jurisdictions involved. Alternately, a single letter signed by all jurisdictions will be accepted.

Is an electronic version of the grant application available?

Grant materials are available to be downloaded at www.cted.wa.gov/growth.

How should grant applications be submitted to CTED?

Applications may be delivered to CTED via **email** or **regular mail**. Only one application needs to be sent. Electronic versions may be sent to gmsgnants@cted.wa.gov.

Applications may be mailed to:

ATTN: Grants Team
Washington State Department of Community, Trade and Economic Development / Growth Management Services
Post Office Box 42525
906 Columbia Street Southwest
Olympia, WA 98504-2525

Note: If the application is being delivered by hand or an express delivery company, make sure CTED's physical address is included.

Please return all grant application materials by August 31, 2006.

When will CTED award these grants?

CTED will award these grants as soon as possible after receiving a completed application. It is our intent to send contracts to all applicants by September 30, 2006. CTED reserves the right to request modifications to the proposals prior to awarding the grant. If CTED and the local government cannot come to agreement on the grant, CTED will notify the local government that the reserved amount has been rescinded by September 30, 2006.

Grant Application Instructions

Applying Jurisdiction	Name of the local government that CTED will be contracting with.
Joint Applicants	Optional: If more than one local government is being served by this grant, please list all of them including the Applying Jurisdiction. Joint applicants should designate a lead agency for purposes of grant administration and contracting.
Project Manager	Please list the name and contact information for the person who will be CTED's main point of contact for the local government. Please indicate if you would like to receive grant information by e-mail.
Name	
Title	
Department	
Mailing Address	
City	
Telephone:	
Email	
Do you wish to receive information and materials via email?	
Financial Contact	Please list the name and contact information for the person who will be responsible for receiving and accounting for the grant funds. CTED needs this information so its accounting department can reach the appropriate person when necessary, in ensuring that payments on the grant are being received.
Name	
Title	
Department	
Mailing Address	
City	
Telephone Number	
Email	
Federal Tax Identification Number	This is the identification number that the federal government has assigned to the local government. This is needed to allow for appropriate reporting by CTED to the federal government.
Statewide Vendor (SWV) Number	Optional: If your local government has this number for receiving electronic fund transfers, please include it here. This will assist us in getting your grant award to you faster. For information on obtaining an SWV number, see http://www.ofm.wa.gov/accounting/vendors.htm

Statement of Work

Short Description of Grant	Please insert a brief (50 words or less) description of what the local government intends to accomplish with this grant. This should be specific without being detailed. An example is: to update the land use element of the comprehensive plan.
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Goals/ Actions/ Deliverables	Description	Start Date	End Date
Goal 1	Describe end objective of the project	n/a	n/a
Action 1.1	Describe major steps to reach this goal	mm/dd/yy	mm/dd/yy
Action 1.2		“	“
Deliverables	Tangible products that demonstrate that an action was completed or a goal was reached	“	“
Goal 2		n/a	n/a
Action 2.1		mm/dd/yy	mm/dd/yy
Deliverables		“	“

As demonstrated above, the statement of work should be organized into three main elements:

- **Goals** are the end objective of the grant project. Goals do not need to include dates.
- **Actions** are major steps along the way to reach specific goals.
- **Deliverables** are tangible products that demonstrate that an action was completed or a goal was reached. Deliverables must have a definitive delivery date in the End Date column.

IMPORTANT NOTE: In order to receive all your grant money in the current biennium, all deliverables and actions for both the comprehensive plan and Critical Areas work included in the Statement of Work above should not have an End Date beyond 06/30/07

Sample Statement of Work

Below is an **example** of what the statement of work section should look like for one element of a comprehensive plan update. Your statement of work may include several elements. Only include work that will be paid for by this grant.

Goal/ Action/ Deliverable	Description	Start Date (mm/dd/yy)	End Date (mm/dd/yy)
Goal	To update the Land Use Element of the comprehensive plan		
Action	Gather relevant data	07/01/06	08/15/06
Action	Review existing Land Use Element for compliance with the Growth Management Act	07/01/06	08/15/06
Action	Analyze collected data and review of land use element to generate amendments to the comprehensive plan	8/15/06	9/1/06
Action	Present recommended amendments to planning commission	10/01/06	10/15/06
Action	Conduct public hearings	11/01/06	11/15/06
Action	Make changes to amendment package per planning commission recommendations	11/15/06	11/30/06
Deliverable	Draft land use element amendments for legislative review/approval		12/1/06

Please note: This example is for illustrative purposes only. Please include your city or county schedule/timeline in developing your statement of work. This example is for only one goal. You may add other goals, with actions and deliverables.

You are not limited to the number of lines that are included in the application. To insert an additional line, highlight the last row, hold the ALT key down, and type AIA; or from the main menu, select Table > Insert > Row Below.

Budget

	Total July 1, 2006 to June 30 2007
EXPENSES	
Salaries and Benefits	
Goods and Supplies	
Professional Services	
Other Goods and Services	
Total	
REVENUE	
CTED Grant Funds	
Other Funds	
Total	

Please complete the expenses portion of the budget table to reflect your expected expenses in each of the categories for each of the time periods. Include only the expenses that will be directly related to completing the items included in the statement of work. Below is a description of each of the categories. This description includes the relevant lines from the BARS (Budgeting, Accounting, and Reporting System) manual used by your local government finance department in your city or county budget. The BARS manual information is included to assist you in categorizing grant costs.

- **Salaries and Benefits:** These are your costs to pay for your staff time on this grant. They relate to Objects 10 and 20 in the BARS Manual.
- **Goods and Supplies:** This is the estimated cost of the office supplies that will be needed to complete this grant. This relates to Object 30 in the BARS Manual.
- **Professional Services:** This line is for the cost of any work that you are using private consultants to complete. This relates to Sub-object 41 in the BARS Manual.
- **Other Goods and Services:** This is for the estimated costs of such items as printing, advertising, training, and travel. This relates to Object 40 (less Sub-object 41) in the BARS Manual

Please complete the revenue portion of the budget table to reflect how the work outlined in the statement of work will be paid for. For the CTED grant funds line, please insert the amounts provided in the cover letter accompanying this packet. The balance needs to be provided by the local government. The total revenue dedicated to the completion of this grant needs to match the total expenditures necessary to complete the work.

****Very Important Note:*** Due to state law, all state funds that are disbursed to your local government under this grant need to be spent on eligible activities by the end of the state fiscal year in which they were issued. Local governments are not allowed to carry unexpended funds past that date. We are aware that state and local fiscal years are not on the same schedule; however, state law requires strict adherence to the state fiscal year for state contracts.